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DETACHMENT "H"

15 January 1970

STANDARD OPERATING PROCEDURE

H-50-20 This SOP supercedes H-50-20 dated 19 July 1968.

COMMAND POST OPERATION AND PROCEDURES

- I. PURPOSE: To establish the policy and procedures for Command Post operation.
- II. SCOPE: This SOP is applicable to all personnel of this Detachment.
- III. RESPONSIBILITY: The Director of Operations is responsible for the formulation of Command Post procedures and for insuring strict compliance with same at all times. Only the Detachment Commander retains the prerogative of making on-the-spot changes in the established procedures. The basic responsibility for all flying activities remains with the Detachment Commander. He will attempt to gain the concurrence of [REDACTED] affecting [REDACTED] operations but by directive is responsible for Detachment activities.
- IV. POLICY: The procedures herein contained are designed to provide guidelines for the supervision and effective operation of the Command Post. These procedures should not be considered restrictive since it is recognized that, by nature of the operation, no two situations are identical. Every effort will be made to provide the pilot with the best possible assistance under varying conditions and circumstances in order for him to safely complete the assigned mission. It is not intended or desired that these procedures deprive the pilot of the prerogative of independent action consistent with his assessment or interpretation of the situation. The Command Post will provide recommendations, assistance or instructions as the situation warrants, but it is recognized that responsibility for the aircraft rests primarily with the pilot.
- V. MANNING: During periods of flying activity the Command Post will be manned as indicated for the period thirty (30) minutes prior to takeoff until landing has been completed and the runway cleared. During such periods key personnel who desire to leave the immediate hangar area shall affect a relief and keep his relief informed of his whereabouts and time of return.
- NOTE: The Command Post is a limited access area, and personnel will be kept to a minimum to prevent confusion, consistent with mission requirements.

A. Manning requirements for training/maintenance missions:

- (1) [REDACTED] Controller and/or Detachment Commander

- a. The [REDACTED] Controller will be a rated pilot. At the discretion of the Director of Operations/Detachment Commander, Officer personnel with a rating other than pilot may be scheduled as controller for short intervals of time except when the [REDACTED] pilot is in the Mobile Control; during those occasions the controller will be a rated pilot.

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(2) [REDACTED] Operations Officer and/or Commander.

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(3) [REDACTED] Monitor Technician (In place 30 minutes prior to Take-off).

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(4) Mobile Control will be manned by [REDACTED] pilot current in the aircraft for take-off and recovery, at all other times either one of the two will be present in the Command Post.

((5) Other personnel at the discretion of the Commander/Operations Supervisor.

B. Manning requirements for operational missions:

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(1) [REDACTED] Controller and/or Detachment Commander.

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a. The [REDACTED] Controller will be a rated pilot unless emergency dictates otherwise.

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(2) [REDACTED] Operations Officer and/or Commander.

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(3) [REDACTED] Monitor Technician and assistant (In place one (1) hour prior to take-off.)

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(4) Mission Plotter - [REDACTED] Flight Planner.

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(5) [REDACTED] Pilots will be assigned standby duty and will remain in the immediate operations area to be readily available for consultation/advise as needed. Normally they will not be in the Command Post, but at the discretion of the Detachment Commander they may be requested to remain in the Command Post. NOTE: The requirement for a [REDACTED] Mobile Pilot on standby may be deleted whenever a permanent staff member who is qualified in the aircraft is present in the Command Post.

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(6) Intelligence Officer - On standby duty.

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NOTE: The [REDACTED] Controller herein referred to will be the Director of Operations or his authorized representative.

VI. PROCEDURES:

A. Normal procedures:

(1) The Command Post will be manned as indicated in Para V, dependent on the mission scheduled.

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25X1A (2) Flight routes and charts containing mission data will be posted in the Command Post by the Flight Planning Section. The [REDACTED] Controller and [REDACTED] Operations Officer will flight follow the aircraft and be aware of its position at all times. 25X1C

(3) A representative of Flight Planning will hack both clocks, local and GMT.

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(4) Hourly and special weather reports will be prominently posted. The [REDACTED] Weather Officer will provide this information to the Command Post immediately as it becomes available, and will keep the [REDACTED] Controller and/or Detachment Commander [REDACTED] apprised of the general weather forecast throughout the flying period. The Weather Officer will remain in the operations area at all times flying is programmed in order to update the weather at all alternates in event of emergency or local weather deterioration.

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(5) [REDACTED] will make a daily check of current NOTAMS for all possible diversion fields and will provide this information for mission briefing. It will also be posted in the Command Post. Special NOTAMS will be brought to the attention of the [REDACTED] Controller immediately after receipt. The posting of current GCI status will be an operations function.

(6) Section heads will be kept advised of mission progress to the extent necessary to provide security and recovery capability.

(7) Command Post SSB and UHF radio equipment shall be checked by radio technicians for proper operation utilizing mission aircraft. This check shall be completed two hours prior to launch of training/maintenance missions and four hours prior to launch of operational missions.

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(9) All [REDACTED] readings will be interpreted and recorded immediately upon receipt. The [REDACTED] Controller will respond to normal readings in accordance with mission briefed procedures. On operational missions all [REDACTED] readings will be provided directly to the Detachment Commander.

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(10) The [REDACTED] Controller shall maintain a Command Post Log which contains mission information and any significant activity related to the mission.

(11) In instances when operational requirements or weather dictates a change in the planned mission, the [REDACTED] Operations Officer, with the concurrence of the [REDACTED] Controller, will direct the pilot to follow the deviations in the flight plan agreed upon. During Operational missions the Detachment Commander will direct and control the entire mission.

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B. Emergency procedures:

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(1) Any time a discrepancy is reported either via [REDACTED] or pilot transmission, the [REDACTED] Controller, with concurrence of the [REDACTED] Operations Officer, will determine whether to abort or deviate from the scheduled mission. This will not preclude the pilot from making such a decision based on his personal assessment of the situation.

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(2) Any time a malfunction or emergency condition is reported, either via [REDACTED] or pilot transmission, Command Post personnel will initiate whatever action is necessary to assist the pilot in affecting a safe recovery. Advisories will be transmitted, but in all instances, the final decision for action will be made by the pilot of the aircraft. The Detachment Commander will be advised of the emergency at the earliest possible time commensurate with other Controller actions.

(3) Command Post personnel, dependent on known circumstances will attempt to determine the extent of the emergency or malfunction, and will use the best available resources in seeking a solution. Whenever possible, a [REDACTED] Pilot will be called upon for advice and recommendations, and will be given full access to all available communications to insure that the pilot is properly briefed on recommended actions.

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(4) Time and circumstances permitting, the following actions should be taken by Command Post personnel in coping with the problems as indicated:

a. When pilot reports unknown position:

(1) Position, altitude and fuel remaining will be determined.

(2) Based on the information available, the pilot will be given a heading to fly to intercept a point on the planned route.

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- (3) The aircraft will be plotted from monitored messages. Navigational assistance will be provided until the pilot reports resumption of normal navigation.
- (4) Report the situation to the [REDACTED] Commander and the Detachment Commander.
- (5) Maintain constant plot on aircraft and vigilance of aircraft status, and be prepared to provide additional heading information or fuel requirements as necessary.
- (6) If aircraft continues to be disoriented, recall and give heading which will insure a safe exit. Keep pilot advised of AOB and MOB, if on overflight.
- (7) When orientation is complete, ascertain fuel remaining and determine future routing, and advise pilot.

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b. When pilot reports mechanical difficulty on overflight.

- (1) Evaluate aircraft status from [REDACTED] and pilot reports.
- (2) Decide, based on available information, whether or not radio silence should be broken.
- (3) Employ use of appropriate tech reps and [REDACTED] driver for advice.
- (4) If safety of flight is a factor, give the pilot a recommended course of action.
- (5) If safety of flight is not a factor, so advise the pilot.
- (6) If the course of action deviates from the planned flight route, advise the pilot of headings, ETA's, AOB and MOB along the new flight path.
- (7) Report the situation to [REDACTED] Commander and the Detachment Commander.
- (8) Closely monitor aircraft and request air support from AOC or other sources if necessary.

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- (9) Follow diversion or early return check list as appropriate.

c. Terminal bad weather during flight:

- (1) At first indication of weather deterioration consider recalling the aircraft early.
- (2) Obtain current weather for all alternates and select the best alternate to be used.
- (3) Advise the pilot to proceed to the prescribed alternate at a recommended flight altitude, and inform him of the enroute and terminal weather.
- (4) Advise GCI of intentions and have them stand-by for navigational assistance.
- (5) Notify the alternate base of recovery plans and ETA, and request that the tower and GCA be alerted.
- (6) Report the situation to the [REDACTED] Commander and the Detachment Commander. 25X1C
- (7) Dispatch a T-33 and/or U-3A to the alternate and co-ordinate with Wing Operations for further T-33 support if required.
- (8) Request support airlift from [REDACTED] 25X1C
- (9) Alert maintenance and security; dispatch crew upon C-47 arrival.

d. Mechanical difficulty on training flights:

- (1) Give instant response, as warranted by the situation.
- (2) Assist pilot with emergency procedures according to the Dash One and the technical advise of a [REDACTED] Pilot, maintenance or special equipment specialist. 25X1C
- (3) If weather is a factor, advise the pilot to proceed to the best weather alternate.
- (4) Determine whether airborne assistance is required. If so, dispatch a T-33 and/or U-3A to the area for on-the-spot assistance.

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- (5) If aircraft is diverted to another field, advise the base of the ETA and request that the runway be cleared and the tower and GCA be alerted.
- (6) If the aircraft is returning to home base, so advise the tower and request that the runway be cleared and GCA alerted.
- (7) Advise GCI of the situation and have them standby for navigational assistance.
- (8) Alert Air Sea Rescue as necessary.
- (9) Report the situation to the [REDACTED] Commander and the Detachment Commander.

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e. Aircraft suspected down on overflight:

- (1) Attempt contact and direct bailout if forced landing is imminent.
- (2) Maintain running log of all events.
- (3) Alert Air Sea Rescue for assistance if aircraft is in the vicinity of international waters.
- (4) Notify the Director of Materiel and Chief of Security.
- (5) Notify Headquarters by completing pre-prepared Flash Precedence Message which is located in the Command Post Procedure Book.

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Distribution:

[REDACTED]  
Detachment Commander

Copies

1	Detachment Commander
2	Air Support/Exe Officer
3-5	Dir Operations
6-9	Dir Materiel
10-13	Hqs
14-15	C/Security

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